
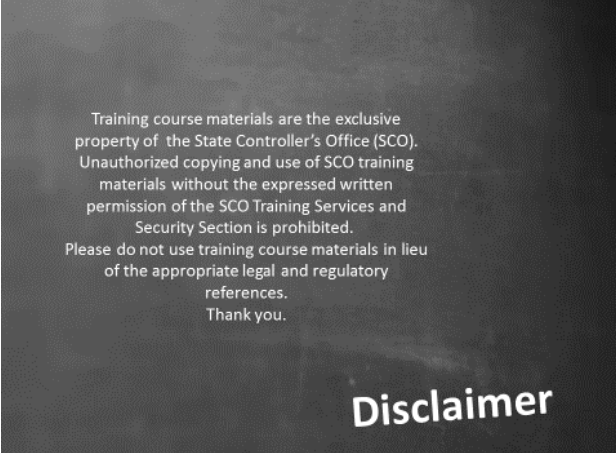



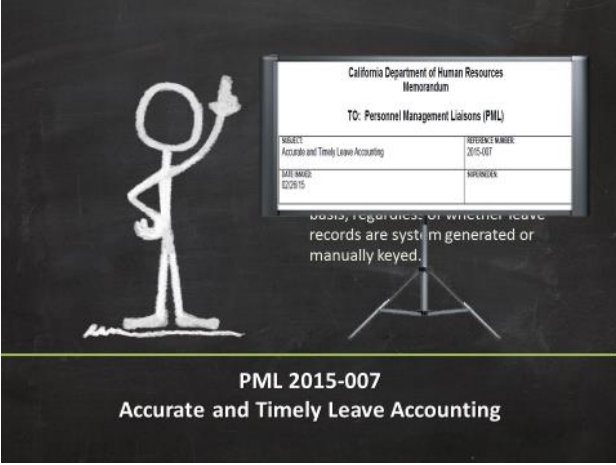
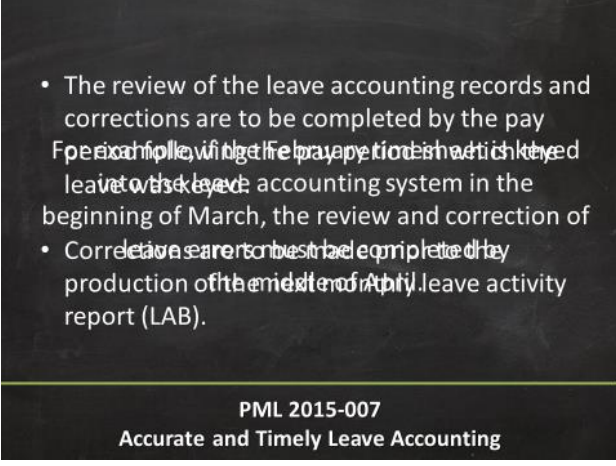
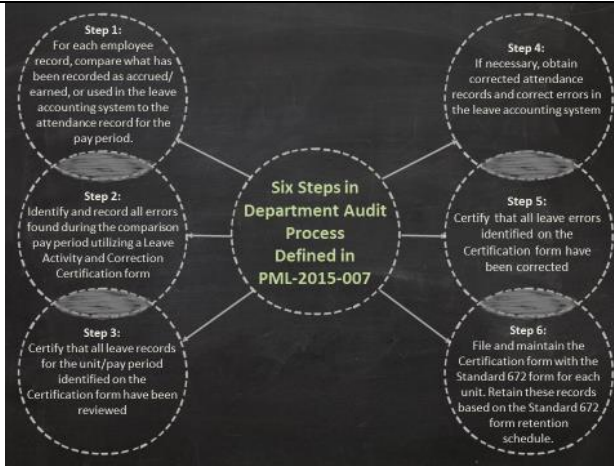


Slide #	Slide	Content
1.	 <p>The slide features a dark background with a large, light-colored cloud shape containing the text "Attendance Certification". Below this, a smaller cloud shape contains the text "State Controller's Office Personnel/Payroll Training Services Unit". A small circular seal is visible in the bottom right corner of the slide.</p>	<p>Welcome to the State Controller's Office Attendance Certification training.</p> <p>We hope you find this eLearning beneficial and relevant.</p> <p>Should you have problems viewing or playing this eLearning program, please contact the Personnel/Payroll Training Services Unit at ppsdtraining@sco.ca.gov to request assistance.</p> <p>This training should take approximately 45 minutes to complete.</p>
2.	 <p>The slide has a dark background with white text. The text reads: "Training course materials are the exclusive property of the State Controller's Office (SCO). Unauthorized copying and use of SCO training materials without the expressed written permission of the SCO Training Services and Security Section is prohibited. Please do not use training course materials in lieu of the appropriate legal and regulatory references. Thank you." At the bottom, the word "Disclaimer" is written in a large, bold font.</p>	<p>Training course materials are the exclusive property of the State Controller's Office (SCO). Unauthorized copying and use of SCO training materials without the expressed written permission of the SCO Training Services and Security Section is prohibited.</p> <p>Please do not use training course materials in lieu of the appropriate legal and regulatory references.</p> <p>Thank you.</p>
3.	 <p>The slide has a dark background with white text. The title "Training Purpose" is at the top. Below it, the text reads: "Provide direction to all agencies and departments with regard to CalHR PML-2015-007 Accurate and Timely Leave Accounting." At the bottom, there is a horizontal line with the word "Attendance" on the left and "Payroll" on the right. Below this line is a white triangle containing a black checkmark.</p>	<p>The purpose of this training is to provide direction to all agencies and departments with regard to CalHR PML, or Personnel Management Liaisons, memorandum number 2015-007, Accurate and Timely Leave Accounting.</p> <p>To better familiarize yourself with the processes and forms discussed in this course, we recommend you view the 34-minute <i>Attendance Documentation</i> eLearning course located on the State Controller's Office website.</p> <p>As an additional job aid, we have provided a listing of the State Resource web-links referenced in this training. This job aid, as well as additional job aids, are located on the State Controller's Office Statewide Training eLearning webpage.</p>

Slide #	Slide	Content
4.	<p style="text-align: center;">Training Objectives</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="border: 1px solid yellow; border-radius: 15px; padding: 5px; width: 20%;"> Be familiar with CalHR PML-2015-007, Accurate and Timely Leave Accounting </div> <div style="border: 1px solid yellow; border-radius: 15px; padding: 5px; width: 20%;"> Be familiar with the forms associated with Attendance Certification </div> <div style="border: 1px solid yellow; border-radius: 15px; padding: 5px; width: 20%;"> Understand the steps of a monthly internal audit process to verify accurate leave balances </div> </div>	<p>At the completion of this course, you will:</p> <ul style="list-style-type: none"> • Be familiar with CalHR PML-2015-007, Accurate and Timely Leave Accounting • Be familiar with the forms associated with Attendance Certification • Understand the steps of a monthly internal audit process to verify accurate leave balances
5.	<p style="text-align: center;">California Code of Regulations 599.665</p> <div style="border: 1px solid yellow; border-radius: 15px; padding: 10px; margin-top: 20px; text-align: center;"> <p>“Each appointing power shall keep complete and accurate time and attendance records for each employee and officer employed within the agency over which it has jurisdiction.”</p> </div> 	<p>It is mandated by law that every agency and department with Civil Service employees must maintain accurate and timely attendance and leave accounting records.</p> <p>The California Code of Regulations 599.665 states that, “Each appointing power shall keep complete and accurate time and attendance records for each employee and officer employed within the agency over which it has jurisdiction.”</p>
6.		<p>CalHR Personnel Management Liaisons (or PML) 2015-007, Accurate and Timely Leave Accounting.</p>

Slide #	Slide	Content
7.	 <p>PML 2015-007 Accurate and Timely Leave Accounting</p>	<p>In this training module, you will be introduced to PML, or Personnel Management Liaisons, memorandum number 2015-007, Accurate and Timely Leave Accounting.</p> <p>This memorandum, issued February 26, 2015, provides direction to all departments and agencies on their responsibility to maintain accurate and timely leave accounting records.</p> <p>PML-2015-007 states that, “all departments shall create a monthly internal audit process to verify all leave input into any leave accounting system is keyed accurately and timely.</p> <p>This includes all leave types accrued, earned or used by all employees on a monthly basis, regardless of whether leave records are system generated or manually keyed.”</p>
8.	 <p>PML 2015-007 Accurate and Timely Leave Accounting</p>	<p>Leave accounting reports must reflect accurate data.</p> <p>The review of the leave accounting records and any necessary corrections are to be completed by the pay period following the pay period in which the leave was keyed into the leave accounting system.</p> <p>This means that corrections are to be made prior to the production of the next monthly leave activity report.</p> <p>For example, if the February timesheet is keyed into the leave accounting system in the beginning of March, the review and correction of leave errors must be completed by the middle of April.</p>

9.



PML-2015-007 defines six steps in a department audit process, as follows:

Step 1: For each employee record, compare what has been recorded as accrued, earned, or used in the leave accounting system to the attendance record for the pay period.

Step 2: Identify and record all errors found during the comparison pay period utilizing a Leave Activity and Correction Certification form.

Step 3: Certify that all leave records for the unit/pay period identified on the Certification form have been reviewed.

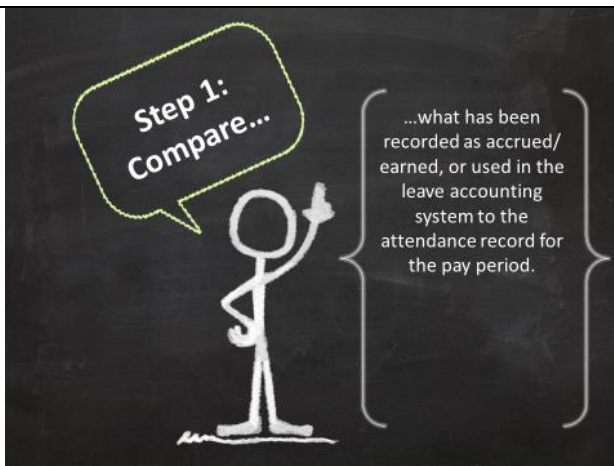
Step 4: If necessary, obtain corrected attendance records and correct errors in the leave accounting system.

Step 5: Certify that all leave errors identified on the Certification form have been corrected.

Step 6: File and maintain the Certification form with the Standard 672 form for each unit. Retain these records based on the Standard 672 form retention schedule.

We will address each step in more detail next.

10.



Step 1: For each employee record, compare what has been recorded as accrued, earned, or used in the leave accounting system to the attendance record for the pay period.

11.



Departments and Agencies utilizing the California Leave Accounting System (CLAS), may use the Leave Activity and Balances (LAB) Report.



Reports available through View Direct include High CTO, Holiday Credit, Excess Hours, and State Service Begin Balance.



Departments and Agencies utilizing the Management Information Retrieval System (MIRS) in conjunction with CLAS, may use a MIRS report.



Departments and Agencies utilizing other leave accounting systems must use a comparable report that shows all leave used and accrued for each employee by pay period.

The reports must show all leave used and accrued for each employee by pay period and include leave balances, usage, credits, and miscellaneous transactions for leave benefits.

To compare what has been recorded as accrued, earned, or used in the leave accounting system to the attendance record for the pay period, departments and agencies are strongly encouraged to use one or more of the following reports in their review:

Departments and agencies that use the California Leave Accounting System, or CLAS, can use the Leave Activity and Balances report often referred to as a LAB report. The LAB report is a system-generated report created around the 11th work day of the month. The report contains leave benefit information and State Service information for a specific Leave Period. The LAB report shows balances, usage, credits, and miscellaneous transactions for leave benefits.

Reports available through View Direct include High CTO, Holiday Credit, Excess Hours, and State Service Begin Balance.

Departments and agencies that use the Management Information Retrieval System, or MIRS, in conjunction with CLAS, can use a MIRS library report or develop their own customized report.

Departments and agencies utilizing another type of leave accounting tracking system must use a report comparable to the LAB Report, MIRS, or View Direct report to audit their attendance records.

The reports must show all leave used and accrued for each employee by pay period and include leave balances, usage, credits, and miscellaneous transactions for leave benefits.

12.

SAMPLE OF LAB WITH SSN

LASP904C LABRT2 STATE CONTROLLER'S OFFICE - PPSD AGYIRU: 006/675
11/19/14 13:56:28 LEAVE ACCOUNTING SYSTEM PAGE: 1

LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	BEGIN 11/14	SS CARRYOVER
000-00-0004 BA SCUP 5276-702 R01	VA	10.00				21.00	03
	SL	8.00				18.00	
	PH						
000-00-0005 J SANDS 6215-672 R12	AL	36.00	14.00	11.50	0.00	40.50	83
	PH	0.00	0.00	0.00			
	CT	29.75	0.00	0.00		29.75	
	HC	8.00	0.00	0.00		8.00	
000-00-0006 D MCCLOUD 6215-673 R12	AL	233.00	14.00	8.00		239.00	64
	PH	1.00	0.00	0.00		1.00	
	CT	6.25	0.00	0.00		6.25	
	HC	8.00	0.00	0.00		8.00	
000-00-0007 RJ HICKSE 6475-672 R12	VA	119.00	12.00	0.00		122.00	166
	SL	104.00	8.00	4.00		108.00	
	PH	0.00	0.00	0.00		0.00	
	PL	68.00	0.00	32.00		36.00	
	HC	8.00	0.00	0.00		8.00	
000-00-0008 JJ CLAVIN	AL	233.00	14.00	4.50		242.50	70
	PH	0.00	0.00	0.00		0.00	

Special Note:
The LAB report is generated on the 11th work day of each month.
This means that any transaction for the month (in this case, October) keyed after the report run date of November 19th will not be included on this particular report.
The transaction will be reflected on the next month's LAB report (in this case, November).

Leave Activity and Balances (LAB) Report

In this example, you see a copy of a fictitious Leave Activity and Balances (or LAB) Report for the period October 1st through October 31st.

The LAB report identifies the leave balances, usage, credits, and miscellaneous transactions occurring for each employee for a specific Leave Period.

Special Note: The LAB report is generated on the 11th work day of each month. You may view the exact date on the decentralized calendar on the SCO website. This means that any transaction for the month (in this case, October) keyed after the report run date of November 19th will not be included on this particular report. The transaction will be reflected on the next month's LAB report (in this case, November).

13.

SAMPLE OF LAB WITH SSN

LASP904C LABRT2 STATE CONTROLLER'S OFFICE - PPSD AGYIRU: 006/675
11/19/14 13:56:28 LEAVE ACCOUNTING SYSTEM PAGE: 1

LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	BEGIN 11/14	SS CARRYOVER
000-00-0004 BA SCUP 5276-702 R01	VA	10.00				21.00	03
	SL	8.00				18.00	
	PH						
000-00-0005 J SANDS 6215-672 R12	AL	36.00	14.00	11.50	0.00	40.50	83
	PH	0.00	0.00	0.00	0.00	0.00	
	CT	29.75	0.00	0.00	0.00	29.75	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006 D MCCLOUD 6215-673 R12	AL	233.00	14.00	8.00	0.00	239.00	64
	PH	1.00	0.00	0.00	0.00	1.00	
	CT	6.25	0.00	0.00	0.00	6.25	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0007 RJ HICKSE 6475-672 R12	VA	119.00	12.00	0.00	0.00	122.00	166
	SL	104.00	8.00	4.00	0.00	108.00	
	PH	0.00	0.00	0.00	0.00	0.00	
	PL	68.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0008 JJ CLAVIN	AL	233.00	14.00	4.50	0.00	242.50	70
	PH	0.00	0.00	0.00	0.00	0.00	

Leave Activity and Balances (LAB) Report

Let's review the types of information listed on the fictitious LAB report for employee, Davis McCloud.

Listed under Employee Information is Davis McCloud's Social Security Number, Name, Classification and Position Number, and CBID.

This identifying information should also match what is noted on Davis's standard 634, Absence and Additional Time Worked Form.

Under the column titled "LB", Leave Balances are listed as codes. These two-digit codes indicate the employee benefit types that are accumulated, earned, or used. For example, Vacation appears as VA and Sick Leave appears as SL.

14.

SAMPLE OF LAB WITH SSN

LASPS04C LABRT2 STATE CONTROLLER'S OFFICE - PPSD AGYIRU: 006/875
11/19/14 13:58:28 LEAVE ACCOUNTING SYSTEM PAGE: 1
(LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14)

EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	BEGIN 11/14	SS CARRYOVER MODS HW FM
000-00-0004	VA			WAITING PERIOD ENDS 01/31/15		21.00	03
BA SCOP	SL	10.00	8.00	0.00	0.00	18.00	
5276-702 R01	PH			WAITING PERIOD ENDS 01/26/15			
000-00-0005	AL	36.00	14.00	11.50	0.00	40.50	83
J SANDS	PH	0.00	0.00	0.00	0.00	0.00	U
6215-672 R12	CT	6.25	0.00	0.00	0.00	6.25	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006	AL	233.00	14.00	0.00	0.00	233.00	64
B MCCLLOUD	PH	1.00	0.00	0.00	0.00	1.00	U
6215-672 R12	CT	6.25	0.00	0.00	0.00	6.25	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0007	VA	110.00	12.00	0.00	0.00	122.00	
RJ HICKIE	SL	104.00	8.00	0.00	0.00	108.00	
6475-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	66.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0008	AL	233.00	14.00	4.50	0.00	242.50	70
JJ CLAVIN	PH	0.00	0.00	0.00	0.00	0.00	U

In this LAB report example, there are no usage only or VLP benefits printed.

Leave Activity and Balances (LAB) Report

Benefits or leave types will only print on the LAB report under the following circumstances:

Accrued benefits such as Annual Leave, Sick Leave, and Vacation will only appear on the LAB report if the establishment period, period when the benefit is active, encompasses the LAB leave period.

Earned benefits such as CTO (Compensating Time Off) or VPL (Voluntary Personal Leave), do not require an establishment period and so are active with the processing of the first transaction for that benefit.

Earned benefits will print on the LAB report if the beginning balance is greater than zero or a transaction is posted for the LAB leave period.

Usage only benefits such as Bereavement Leave and Professional Development Days, will print on the LAB report if the beginning total is greater than zero or a transaction is posted for the LAB leave period because it is a benefit where the amount of time used is accumulated and a total maintained.

15.

SAMPLE OF LAB WITH SSN

LASPS04C LABR22 STATE CONTROLLER'S OFFICE - PPSD AGYIRU: 006/875
11/19/14 13:58:28 LEAVE ACCOUNTING SYSTEM PAGE: 1
LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	BEGIN 11/14	SS CARRYOVER
000-00-0004	VA						
BA SCOP	SL	10.00	8.00	0.00	0.00	21.00	03
5278-702 R01	PH					19.00	
000-00-0005	AL	36.00	14.00	11.25	0.00	40.75	83
J SANDS	PH	0.00	0.00	0.00	0.00	0.00	
CT	CT	29.75	0.00	0.00	0.00	29.75	U
6215-672 R12	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006	AL	233.00	14.00	8.00	0.00	239.00	64
D MCCLOUD	PH	0.00	0.00	0.00	0.00	1.00	U
5215-873 R02	CT	6.25	0.00	0.00	0.00	6.25	
	HC	0.00	0.00	0.00	0.00	0.00	
000-00-0007	VA	119.00	12.00	0.00	0.00	122.00	196
RJ HICKSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	68.00	0.00	32.00	0.00	36.00	
	HC	0.00	0.00	0.00	0.00	0.00	
000-00-0008	AL	233.00	14.00	4.50	0.00	242.50	70
JJ CLAVIN	PH	0.00	0.00	0.00	0.00	0.00	U

Leave Activity and Balances (LAB) Report

You can see that Davis McCloud's accrued benefits, Annual Leave and personal holiday were already established during this leave period. Also, Davis McCloud's earned benefits, compensated time and holiday credit have a beginning balance or transaction during this leave period.

The first BEGIN column reflects beginning balances as of October 1st for all accrued and earned benefits. Davis McCloud has accrued Annual Leave of 233 hours and earned benefits of compensating time of 6.25 hours.

The CREDIT column reflects credits to the accrued and earned benefits for the LAB leave period only. Davis McCloud received 14 hours of Annual Leave but no other credits.

The USED column reflects debits to benefits or the leave used during the leave period. You can see that Davis McCloud used 8 hours of Annual Leave during the leave period October. 1st through October 31st.

The MISC column reflects debits and credits other than used, accrued, or earned for the leave period. Davis McCloud has no miscellaneous debits or credits during this period.

In the second BEGIN column, the beginning balances reflected are as of November. 1st, which is after all the credits, used and miscellaneous amounts have been added or subtracted from the first BEGIN column balance of October 1st.

16.

SAMPLE OF LAB WITH SSN

LASPS94C LABRT2 STATE CONTROLLER'S OFFICE - PPSD AGYIRU: 006/875
11/19/14 13:56:28 LEAVE ACCOUNTING SYSTEM PAGE: 1
LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	BEGIN 11/14	SS CARRYOVER MOS HW FM
000-00-0004	VA					21.00	03
BA SCUP	SL	10.00	8.00	0.00	0.00	18.00	
5278-702 R01	PH						
000-00-0005	AL	36.00	14.00	11.50	0.00	40.50	83
J SANDO	PH	0.00	0.00	0.00	0.00	0.00	U
6215-672 R12	CT	29.75	0.00	0.00	0.00	29.75	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0006	AL	233.00	14.00	0.00	0.00	239.00	64
D MCCLOUD	PH	1.00	0.00	0.00	0.00	1.00	U
5215-672 R12	CT	6.25	0.00	0.00	0.00	6.25	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0007	VA	119.00	12.00	0.00	0.00	122.00	106
RJ HOUSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 R12	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	66.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	
000-00-0008	AL	233.00	14.00	4.50	0.00	242.50	70
JJ CLAVIN	PH	0.00	0.00	0.00	0.00	0.00	U

Leave Activity and Balances (LAB) Report

Davis McCloud had a beginning of 233 Annual Leave hours on October 1st, then, during the leave period (October 1st through October 31st), Davis McCloud accrued 14 hours of Annual Leave and used 8 hours of Annual Leave, giving Davis McCloud a beginning balance of 239 Annual Leave hours as of November 1st.

For benefits debited or credited in non-hourly increments such as days or units, a "D" for days or a "U" for units will display at the end of the benefit line. Davis McCloud has a "U" on the Personal Holiday benefit line, indicating a unit of Personal Holiday.

17.

SAMPLE OF LAB WITH SSN

LASPS94C LABRT2 STATE CONTROLLER'S OFFICE - PPSD AGYIRU: 006/875
11/19/14 13:56:28 LEAVE ACCOUNTING SYSTEM PAGE: 1
LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE	BEGIN	BEGIN	SS CARRYOVER MOS HW FM
000-00-0007	VA	119.00	122.00
RJ HOUSE	SL	104.00	108.00
6475-672 R12	PH	0.00	0.00
	PL	66.00	36.00
	HC	8.00	8.00
000-00-0008	AL	233.00	242.50
JJ CLAVIN	PH	0.00	0.00

Leave Activity and Balances (LAB) Report

- Hours Worked (HW) over 160 in a month will not be carried over.
- Hours for months where 160 hours has not been reached will be carried over and added to the next month where 160 hours has not been reached.
- Hours Worked in the SS Carryover column reflects the number of hours worked toward the next State Service credit.

The final column, SS CARRYOVER, refers to the number of State Service months an employee has at the end of the Leave Period.

Remember, full time employees who have a qualifying pay period, will receive one month of State Service credit.

State Service credit for a part-time or fractional employee will be credited with a Fractional Month (FM) every month that qualifies based on the hours worked for that time base.

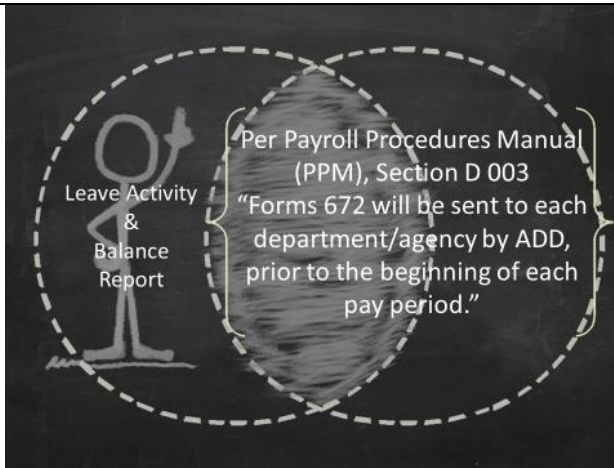
A State Service credit will be given when the fraction equals one. Any carryover will go toward the next credit. FM in the SS CARRYOVER column reflects a fractional month credit toward an employee's next State Service credit.

An hourly or Permanent Intermittent employee needs 160 paid hours in a month to receive one month of service credit.

Hours worked (HW) over 160 will not be carried over. Hours for months when the hourly employee did not reach 160 hours will be carried over and added to the next month they do not reach 160 hours.

Hours Worked in the SS CARRYOVER column reflects the number of hours worked towards the employee's next State Service credit.

18.



Remember from Module 1: Attendance Documentation, the PPM (Payroll Procedures Manual), Section D 003, Time and Attendance Report Form 672, states that, "Forms 672 will be sent to each department/campus by ADD, prior to the beginning of each pay period." However, some departments have requested to not receive this tool. As in Module 1, we are referencing the Standard Form 672 to demonstrate one example of an attendance documentation process flow.

Departments and agencies may use the LAB report, or a comparable Leave Activity Report, to compare the Standard 672, Time and Attendance Report. Comparing the previous month's 672 with a Leave Activity Report, will confirm the employees' beginning balances for the current pay period match the ending balances of the previous pay period.

19.

Departments and agencies should compare the information preprinted on the Standard 672 to each employee's attendance form. This would be each employee's Standard Form 634 (Absence and Additional Time Worked) or a comparable form employees use to account for the time they worked and the leave time they used.

Departments need to verify that the Pay Period, the Employee's Name, Position Number, Social Security Number, Time Base, and CBID are the same on both documents. Keep in mind that if there has been a change to an employee's position number, CBID, name, etc., the preprinted information on the 672 may be incorrect. If you notice differences, contact your Personnel Office.

Notice that the Position Number field on the 634 should be complete and accurate. The Position Number is split into two areas on the 672. The first two series of numbers (Agency and Unit codes) are located at the bottom left of the 672. The last two series of numbers (Classification and Serial) in the Position Number are located directly beneath the employee's name on the 672. Ensure that the numbers on both the 672 and the 634 are complete and accurate for the employee's current Position Number. If you are unsure of the correct Position Number, verify according to your Agency's policy.

Attendance Certification eLearning

20.

STATE OF CALIFORNIA - DEPARTMENT OF HUMAN RESOURCES
ABSENCE AND ADDITIONAL TIME WORKED REPORT
 (STD 634 (REV. 2004))

1. MONTH YEAR **2. EMPLOYEE ID**

3. EMPLOYEE ID

4. NAME **5. DATE** **6. TIME** **7. TIME**

8. NAME **9. DATE** **10. TIME** **11. TIME**

12. NAME **13. DATE** **14. TIME** **15. TIME**

16. NAME **17. DATE** **18. TIME** **19. TIME**

20. NAME **21. DATE** **22. TIME** **23. TIME**

24. NAME **25. DATE** **26. TIME** **27. TIME**

28. NAME **29. DATE** **30. TIME** **31. TIME**

32. NAME **33. DATE** **34. TIME** **35. TIME**

36. NAME **37. DATE** **38. TIME** **39. TIME**

40. NAME **41. DATE** **42. TIME** **43. TIME**

44. NAME **45. DATE** **46. TIME** **47. TIME**

48. NAME **49. DATE** **50. TIME** **51. TIME**

52. NAME **53. DATE** **54. TIME** **55. TIME**

56. NAME **57. DATE** **58. TIME** **59. TIME**

60. NAME **61. DATE** **62. TIME** **63. TIME**

64. NAME **65. DATE** **66. TIME** **67. TIME**

68. NAME **69. DATE** **70. TIME** **71. TIME**

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244. NAME **245. DATE** **246. TIME** **247. TIME**

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336. NAME **337. DATE**

Let's compare a Standard Form 634 with the preprinted information on the Standard Form 672 for the fictitious employee Davis McCloud.

First, verify that the identifying information such as Social Security Number and Name, matches on both forms. Then check that the pay period information matches.

Next record leave balance usage from Davis' 634 to the 672. Davis reported 8 hours of Annual Leave usage and 4 hours of Compensated Time usage on the 634.

You already know he has this time available from the LAB report which showed Davis had a beginning balance as of November 1st, of 239 Annual Leave hours and 6.25 Compensated Time hours.

21.

SAMPLE OF LAB WITH SSN				STATE CONTROLLER'S OFFICE - PPSS LEAVE ACCOUNTING SYSTEM LEAVE ACTIVITY & BALANCES REPORT (LAB) DATA FOR 10/14/14 AS OF 11/19/14		AGY/RU: 006/675 PAGE: 1
EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	SS CARRYOVER MOE HW FM
000-00-0000	AL	233.00	14.00	3.00	0.00	230.00
0 BKLCLD	PH	1.00	0.00	0.00	1.00	U
6215-672- R12	CT	6.25	0.00	0.00	6.25	
	HC	0.00	0.00	0.00	0.00	
000-00-0007	VA	110.00				
RJ HOUSE	SL	104.00				
6475-672 R12	PH	0.00				
	PL	68.00				
	HC	8.00				

Time in State Service	Vacation	Annual Leave
1 month to 3 years	7 hours/month	11 hours/month
37 months to 10 years	10 hours/month	14 hours/month
121 months to 15 years	12 hours/month	16 hours/month
181 months to 20 years	13 hours/month	17 hours/month
241 months to 25 years	14 hours/month	18 hours/month

Now that you are familiar with Vacation, Sick and Annual Leave accrual rates, let's take another look at the LAB report and our fictitious employee, Davis McCloud's leave balances and usage.

The report shows that beginning October 1st, 2014, Davis had an Annual Leave Begin balance of 233 hours. You see from the State Service Carryover Months column that Davis has 64 State Service credits. From the Credit column, notice that 14 hours of Annual Leave was accrued.

When referring to the accrual rates for Vacation or Annual Leave based on length of State Service, in Table B, notice the accrual rate of 14 hours a month in the Annual Leave column and 37 months to 10 years row.

This number matches the Annual Leave credit reported in the LAB report so you know this accrual rate is accurate.

Now you can add the 14 hours of accrued Annual Leave from the Credit column to the October 1st beginning balance of 233 to get a total of 247.

Next subtract the 8 hours of Annual Leave used in October, giving Davis a November beginning balance of 239 hours.

22.

SAMPLE OF LAB WITH SSN

LASP904C LABRT2 11/19/14 13:56:28 STATE CONTROLLER'S OFFICE - PPSP AGY/RU: 006/675
 LEAVE ACCOUNTING SYSTEM PAGE: 1
 LEAVE ACTIVITY & BALANCES REPORT (LAB)
 DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	BEGIN 11/14	SS CARRYOVER MOS HW FM
000-00-0007	VA	110.00	12.00	0.00	0.00	122.00	100
RJ HOUSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 RJ	PH	0.00	0.00	0.00	0.00	0.00	
	PL	68.00					
	HC	8.00					

Time in State Service	Vacation	Annual Leave
1 month to 3 years	7 hours/month	11 hours/month
37 months to 10 years	10 hours/month	14 hours/month
121 months to 15 years	12 hours/month	16 hours/month
181 months to 20 years	13 hours/month	17 hours/month
241 months to 25 years	14 hours/month	18 hours/month

Table B

Scenario 2

Let's take a look at the next fictitious employee in the LAB report, Roberta House. From the State Service Carryover column you see that Roberta has 166 months of State Service and accrues 12 hours of Vacation in the Credit column.

When you refer to Table B, you see the accrual rate of 12 hours a month in the Vacation column and the 121 months to 15 years row. This number matches the Vacation hours' credit reported in the LAB report. so you know this accrual rate is accurate.

For Government Code Section 19859, Subsection (a), Roberta accrues 8 hours of Sick Leave each month. You see this is reflected in the Credit column of the LAB report as 8 hours next to SL, which stands for Sick Leave.

The same formula you used for Davis McCloud to compute the Beginning Balance for November will be used to compute the November Beginning Balance for Roberta House.

Add the Vacation accrual (shown in the Credit column) to the October Beginning Vacation balance and the Sick Leave accrual (also shown in the Credit column) to the October Beginning Sick Leave balance. Then subtract any time used (shown in the Used column) to arrive at the November Beginning Balance.

23.

SAMPLE OF LAB WITH SSN

LASP904C LABRT2 11/19/14 13:56:28 STATE CONTROLLER'S OFFICE - PPSP AGY/RU: 006/675
 LEAVE ACCOUNTING SYSTEM PAGE: 1
 LEAVE ACTIVITY & BALANCES REPORT (LAB)
 DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION	LB	BEGIN 10/14	CREDIT	USED	MISC	BEGIN 11/14	SS CARRYOVER MOS HW FM
000-00-0006	AL	233.00	14.00	8.00	0.00	239.00	64
D MCCLLOUD	PH	1.00	0.00	0.00	0.00	1.00	U
6215-673 RJ	CT	6.25	0.00	0.00	0.00	6.25	
	HC	0.00	0.00	0.00	0.00	0.00	
000-00-0007	VA	110.00	12.00	0.00	0.00	122.00	100
RJ HOUSE	SL	104.00	8.00	4.00	0.00	108.00	
6475-672 RJ	PH	0.00	0.00	0.00	0.00	0.00	U
	PL	68.00	0.00	32.00	0.00	36.00	
	HC	8.00	0.00	0.00	0.00	8.00	

Scenario 2

Notice, in the last two examples, employees did not carry both Annual Leave and Vacation/Sick Leave.

Employees cannot accrue Vacation/Sick Leave, AND Annual Leave; but there are times when an employee will have balances of both Annual Leave and Sick Leave.

In the next example, you will see how an employee could carry both Annual Leave and Sick Leave balances.

24.

CalHR Form 875
Annual Leave – Sick Leave/Vacation Election Form

Fictitious employee, Carmen Ortiz, a full-time, rank-and-file employee, is represented by an SEIU (Service Employees International Union) represented Bargaining Unit.

This is important to notice because enrollment periods for Annual Leave vary depending upon an employee's Bargaining Unit.

Carmen Ortiz opted into the Annual Leave Program during her Bargaining Unit's Open Enrollment Period.

To convert to the Annual Leave Program, Carmen Ortiz completed the required form and submitted it to the Personnel Office for processing. Once processed, Carmen's effective date shall be the first day of the pay period in which the election is received by the appointing power.

Note that in this example we show the CalHR Form 875, Annual Leave – Sick Leave/Vacation Election Form. Please check with your Personnel Office to determine what form you should use.

25.

Table B

Time in State Service	Vacation	Annual Leave
1 month to 3 years	7 hours/month	11 hours/month
37 months to 10 years	10 hours/month	14 hours/month
121 months to 15 years	12 hours/month	16 hours/month
181 months to 20 years	13 hours/month	17 hours/month
241 months to 25 years	14 hours/month	18 hours/month

Scenario 3

In our example as of June 1st, Carmen Ortiz' time is converted and reported on the June Leave Report.

Carmen is no longer eligible to accrue Vacation or Sick Leave credits, and will begin accruing Annual Leave according to the rate schedule for full-time employees.

As of June 1st, Carmen's 17 hours of unused Vacation hours were converted to Annual Leave, leaving a zero Vacation Leave balance.

Since Carmen has 86 months of State Service her Annual Leave accrual rate is 14 hours a month (shown in Table B). Adding her converted 17 hours to her accrued 14 hours gives Carmen a July Beginning Balance of 31 hours' Annual Leave.

26.

SAMPLE OF LAB WITH SSN

LASP904C LABRT2 STATE CONTROLLER'S OFFICE - PPSP AGY/RU: 006/675
07/19/14 13:56:28 LEAVE ACCOUNTING SYSTEM PAGE: 1
LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 06/14 AS OF 07/19/14

EMPLOYEE INFORMATION	LIB	RECEIVED	CREDIT	USED	MISC	RECEIVED	SS CARRYOVER
		06/14				07/14	MOS HW FM
000-00-0010	VA	0.00	0.00	0.00	0.00	0.00	86
CA O. 32	ST	14.30	0.00	13.75	0.00	0.55	
#252-671 R12	AL	17.00	14.00	0.00	0.00	32.00	U
	CT	0.00	12.14	0.00	0.00	18.75	

- Current formula, per Government Code Section 20963, is 2,000 hours of Sick Leave equals one year of CalPERS service credit.

Scenario 3

Carmen's 146 hours of Sick Leave cannot be converted to Annual Leave and will remain until the hours are used.

During the month of June, Carmen used 16 of her 146 hours of Sick Leave, leaving her with a July Beginning Balance of 130 hours' Sick Leave.

If Carmen opts out of the Annual Leave Program, all hours in Annual Leave would convert back to Vacation Leave. Notice, the waiting period for converting back to Annual Leave, or Vacation/Sick Leave, is 24 months.

Any unused Sick Leave is converted to CalPERS service credit upon retirement. The current formula per Government Code Section 20963 is 2000 hours of Sick Leave equals one year of CalPERS service credit.

27.



To review Vacation Leave vs Annual Leave comparison charts similar to those shown in the examples provided on slides 21, 22, and 25, visit the CalHR website at www.calhr.ca.gov.

28.

The screenshot shows an attendance record form with a 'Remember!' box containing the following instructions:

- Supervisors and managers are responsible for reviewing each employee's attendance record, prior to signing.
- Errors or missing information must be corrected prior to submitting to Personnel.
- If an attendance record has errors or if the employee has insufficient balances, the attendance record must be amended.
- Attendance records shall be corrected by the pay period following the pay period in which the error occurred.

Remember!

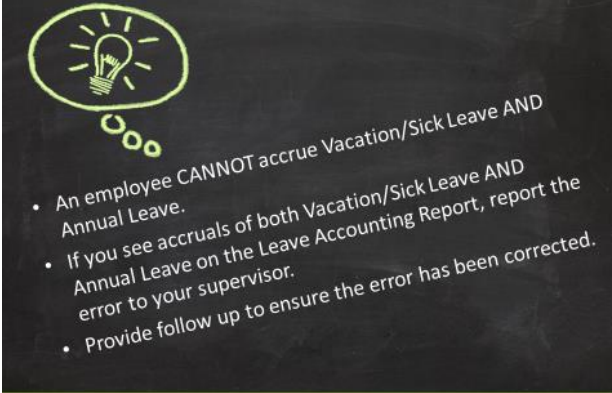

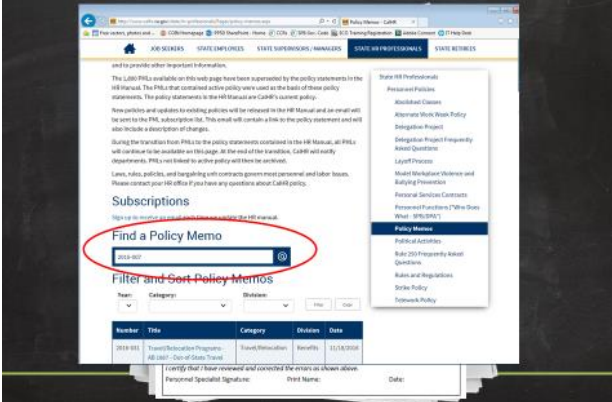
Remember!

Supervisors and managers are responsible for reviewing each employee's attendance record or timesheet for completeness and accuracy of any leave accrued, earned, or used, prior to signing.

Errors or missing information must be corrected prior to submitting to the department's Personnel Office.

If an employee's attendance record is determined to have errors or it is determined that the employee has insufficient balances for a leave type used, the attendance record must be amended.

Attendance records shall be corrected by the pay period following the pay period in which the error occurred.

29.	 <p>• An employee CANNOT accrue Vacation/Sick Leave AND Annual Leave.</p> <p>• If you see accruals of both Vacation/Sick Leave AND Annual Leave on the Leave Accounting Report, report the error to your supervisor.</p> <p>• Provide follow up to ensure the error has been corrected.</p> <p>Remember! (Cont.)</p>	<p>An employee CANNOT accrue Vacation/Sick Leave AND Annual Leave.</p> <p>If you see accruals of both Vacation/Sick Leave AND Annual Leave on the leave accounting report, report the error to your supervisor.</p> <p>Provide follow up to ensure the error has been corrected.</p>
30.	 <p>Step 2: Identify and Record...</p> <p>...all errors found during the comparison pay period utilizing a Leave Activity and Correction Certification form.</p>	<p>Step 2: Identify and record all errors found during the comparison pay period utilizing a Leave Activity and Correction Certification form.</p>
31.	 <p>Leave Activity and Correction Certification (PML 2015-007)</p>	<p>Displayed here, is a sample of a Leave Activity and Correction Certification form.</p> <p>Visit the CalHR website at www.calhr.ca.gov, click the State HR Professionals button, the Personnel Policies dropdown menu, and then the Policy Memos link to locate PML-2015-007.</p>

32.

SAMPLE OF LAB WITH SSN

LASPP04C LABRT2
11/19/14 13:56:28

STATE CONTROLLER'S OFFICE - PP50
LEAVE ACCOUNTING SYSTEM
LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION	LB	BEGIN	CREDIT	MISC	BEGIN
		10/14			10/14
900.00.0000	AL	233.00	14.00	0.00	239.00
0 MCCLOUD	CT	0.00	0.00	0.00	0.00
6215-672 R12	CT	6.25	0.00	0.00	6.25
		0.00	0.00	0.00	0.00

STD 672

Department of State Controller's Office
Office of the State Controller
PP50

LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

EMPLOYEE INFORMATION

LEAVE ACTIVITY & BALANCES REPORT (LAB)
DATA FOR 10/14 AS OF 11/19/14

LAB Report

Monthly Audit – With Errors

Here we will demonstrate how to complete the Leave Activity and Correction Certification when there are discrepancies or errors found when comparing the LAB report with the 672.

Looking once again at Davis McCloud, you see the Compensated Time is NOT reflected in the new LAB report. The 672 states that Davis used 8 hours of Annual Leave and in the Used column next to AL, 8 hours is displayed. However, the 4 hours of Compensating Time displayed as used on the 672 is not shown in the Used Column of the LAB report.

To correct this error, you must complete the Leave Activity and Correction Certification form and request corrections be made.

33.

STATE OF CALIFORNIA - DEPARTMENT HUMAN RESOURCES
LEAVE ACTIVITY AND CORRECTION CERTIFICATION

DEPARTMENT:
State Controller's Office

PAY PERIOD: MONTH 11, YEAR 2014

AGENCY CODE: 005

UNIT NUMBER: 220

☐ NO ERRORS FOUND

ERRORS FOUND
(Leave type and/or Number of hours keyed)

Employee Name	Leave Credit Type	Number of Hours Keyed In Error	Correct Leave Type	Correct Number of Hours	Date Corrected
Davis McCloud	CT	0	CT	4	12-12-14

Leave Activity and Correction Certification

Fill in the Department, Pay Period, Agency Code, and Unit Number. You would not check the NO ERRORS FOUND box.

Using the lower portion of the Leave Activity Correction Certification form, record all errors found for each employee.

In the first column, list the Employee's Name.

In the second column, indicate the Leave Credit Type where the error was found.

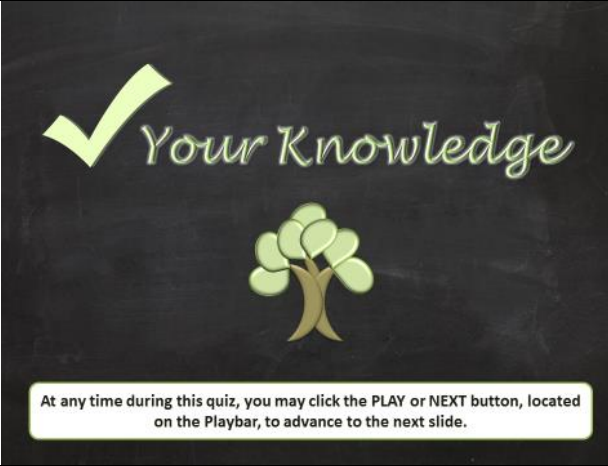
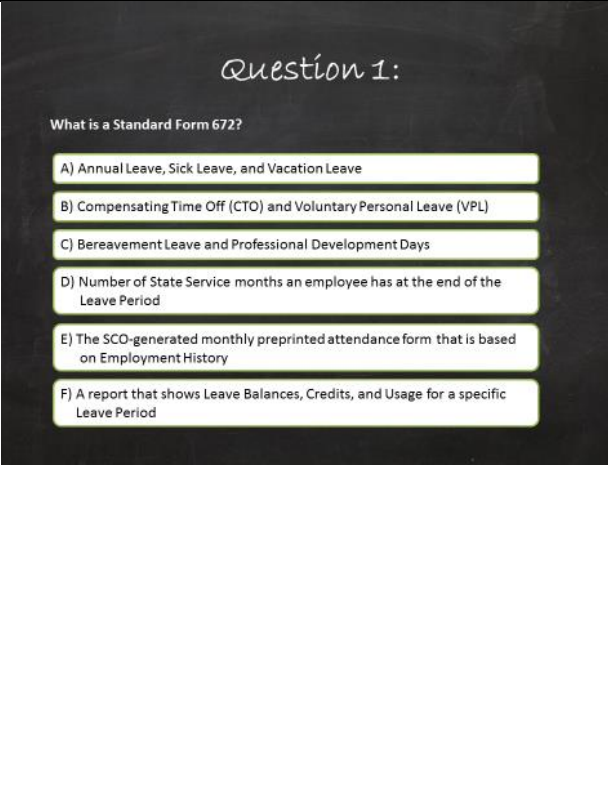
In the third column, input the Number of Hours Keyed In Error.

In the fourth column, indicate the Correct Leave Type that should have been used in lieu of the one used in error. If the error was not with the type of leave, but instead with the amount of leave used, just indicate the same leave type in this column as indicated in the second column Leave Credit Type.

In the fifth column, input the Correct Number Of Hours that should have been keyed in as used.

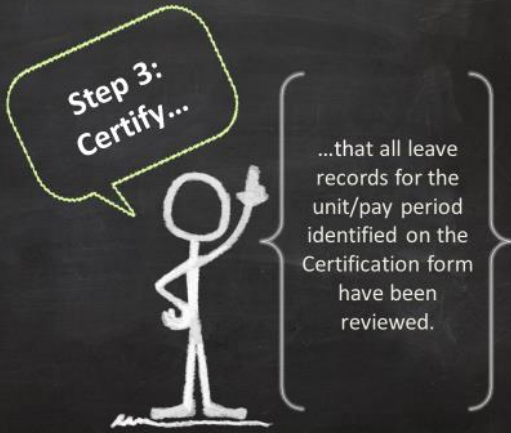

If the error was not in the amount of hours used but in the type of leave used, input the same number as we did in the third column, Number of Hours Keyed In Error.

Finally once the error is corrected, input the date the correction was made under Date Corrected.

34.		<p>Now let's see what you have learned so far!</p> <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>
35.		<p>Question 1: Please answer the question by selecting the correct answer from the following choices.</p> <p>What is a Standard Form 672?</p> <p>A) Annual Leave, Sick Leave, and Vacation Leave</p> <p>B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL)</p> <p>C) Bereavement Leave and Professional Development Days</p> <p>D) Number of State Service months an employee has at the end of the Leave Period</p> <p>E) The SCO-generated monthly preprinted attendance form that is based on Employment History</p> <p>F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period</p>

36.	<p><i>Question 2:</i></p> <p>What is a Leave Activity and Balances Report?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History. F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period 	<p>Question 2: Please answer the question by selecting the correct answer from the following choices.</p> <p>What is a Leave Activity and Balances Report?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period
37.	<p><i>Question 3:</i></p> <p>What are examples of Earned Benefits?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period 	<p>Question 3: Please answer the question by selecting the correct answer from the following choices.</p> <p>What are examples of Earned Benefits?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period

38.	<p style="text-align: center;"><i>Question 4:</i></p> <p>What are examples of Accrued Benefits?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period 	<p>Question 4: Please answer the question by selecting the correct answer from the following choices.</p> <p>What are examples of Accrued Benefits?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period
39.	<p style="text-align: center;"><i>Question 5:</i></p> <p>What are examples of Usage Only Benefits?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period 	<p>Question 5: Please answer the question by selecting the correct answer from the following choices.</p> <p>What are examples of Usage Only Benefits?</p> <ul style="list-style-type: none"> A) Annual Leave, Sick Leave, and Vacation Leave B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL) C) Bereavement Leave and Professional Development Days D) Number of State Service months an employee has at the end of the Leave Period E) The SCO-generated monthly preprinted attendance form that is based on Employment History F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period

40.	<p><i>Question 6:</i></p> <p>What is State Service (SS) Carryover?</p> <p>A) Annual Leave, Sick Leave, and Vacation Leave</p> <p>B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL)</p> <p>C) Bereavement Leave and Professional Development Days</p> <p>D) Number of State Service months an employee has at the end of the Leave Period</p> <p>E) The SCO-generated monthly preprinted attendance form that is based on Employment History</p> <p>F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period</p>	<p>Question 6: Please answer the question by selecting the correct answer from the following choices.</p> <p>What is State Service (SS) Carryover?</p> <p>A) Annual Leave, Sick Leave, and Vacation Leave</p> <p>B) Compensating Time Off (CTO) and Voluntary Personal Leave (VPL)</p> <p>C) Bereavement Leave and Professional Development Days</p> <p>D) Number of State Service months an employee has at the end of the Leave Period</p> <p>E) The SCO-generated monthly preprinted attendance form that is based on Employment History</p> <p>F) A report that shows Leave Balances, Credits, and Usage for a specific Leave Period</p>
41.		<p>Step 3: Certify that all leave records for the unit/pay period identified on the Certification form have been reviewed.</p>
42.	 <p>Leave Activity and Correction Certification</p>	<p>The form must be signed and dated by the reviewer</p>

43.	<p>Step 4: Obtain...</p> <p>...if necessary, corrected attendance records and correct errors in the leave accounting system.</p>	Step 4: If necessary, obtain corrected attendance records and correct errors in the leave accounting system.
44.	<p>Step 5: Certify...</p> <p>...that all leave errors identified on the Certification form have been corrected.</p>	Step 5: Certify that all leave errors identified on the Certification form have been corrected.
45.	<p>SIGNATURES</p> <p>I certify that I have reviewed all leave keyed and have documented all errors to be corrected.</p> <p>Reviewer Signature: _____ Print Name: _____ Date: _____</p> <p>I certify that I have reviewed and corrected the errors as shown above.</p> <p>Personnel Specialist Signature: _____ Print Name: _____ Date: _____</p> <p>File completed document with STD 672 for the above pay period.</p> <p>Leave Activity and Correction Certification</p>	Do this by signing and dating on the appropriate signature line.
46.	<p>Step 6: File and maintain...</p> <p>...the Certification form with the Standard 672 form for each unit and retain based on the Standard 672 form retention schedule.</p>	Step 6: File and maintain the Certification form with the Standard 672 form for each unit and retain based on the Standard 672 form retention schedule.

47.

SIGNATURES

I certify that I have reviewed all leave keyed and have documented all errors to be corrected.
 Reviewer Signature: _____ Print Name: _____ Date: _____

I certify that I have reviewed and corrected the errors as shown above.
 Personnel Specialist Signature: _____ Print Name: _____ Date: _____

File completed document with STD 672 for the above pay period.

Once the Leave Activity and Correction Certification form has been completed and signed, file with the 672 and retain.

Leave Activity and Correction Certification

Once the Leave Activity and Correction Certification form has been completed and signed by both the reviewer and the Personnel Specialist, file with the 672 and retained for post-audit purposes, based on the Standard 672 form retention schedule.

48.



But what if no errors were found?

49.

STD 672

Department of _____
Office of _____
 (224) (24 in per Department)

7. DATES OF ABSENCES AND EXTRA TIME WORKED
 (Enter symbol and number of hours in date blocks. See reverse for legend and code.)

	1	2	3	4	5	6	7	8	9	10	11
7A. HOLIDAY											
7B. VACATION											
7C. SICK											
7D. COMPENSATED TIME											
7E. ANNUAL LEAVE											
7F. OTHER											
7G. STRAIGHT TIME											
7H. OTHER											

STD 634

Audit Steps

Step 1: Key the information from the 672 into your leave accounting database.

Step 2: Transfer the information from the 634 to the 672. Ensure the time used on the 634 matches what is indicated on the 672.

Let's see how this works using our fictitious employee Davis McCloud.

Notice on the 634, Davis used 8 hours of Annual Leave as stated on line 7E and 4 hours of Compensated Time as indicated by the circle on 7F.

Transfer the information from the 634 to the 672. Ensure that the time used on the 634 matches what is indicated on the 672.

Key the information from the 672 into your leave accounting database.

Attendance Certification eLearning

50.

[illegible]

Now review the next month's Leave Accounting Report and confirm the time used was correctly entered into the system.

Review the Leave Activity Report, or LAB Report, to verify that all information was keyed properly from the Standard 672.

Remember, LAB reports can be printed 11 workdays into the month. It is time to print a new LAB report to verify that the previous month's leave was accurately accounted for.

To do this, review the 672, looking at each employee to certify that all time is noted accurately.

In this example, the 672 shows that Davis used 8 hours of Annual Leave and 4 hours of Compensated Time.

Now look at the LAB report under the Used column. Next to AL (Annual Leave) 8 hours is displayed and next to CT (Compensated Time) 4 hours is displayed.

Notice that both the Annual Leave and the Compensated Time are accounted for from the 672 to the LAB Report.



51.

[illegible]

Since no errors were found in the comparison of the 672 to the LAB report, you can now certify your monthly reconciliation on the Leave Activity and Correction Certification form.

Because there are no discrepancies or errors in this example, fill in the following fields: your Department name, Pay Period (two-digit month; four-digit year), the three-digit Agency Code, and your Unit Number. Finally, check the **NO ERRORS FOUND** box.

The form must be signed and dated by the reviewer and the Personnel Specialist. Once the Leave Activity and Correction Certification Form has been completed and signed, it will need to be filed with the 672 and retained.

52.	 <ul style="list-style-type: none"> • New employee waiting period dates are accurate for leaves such as Vacation or Personal Holiday. • All applicable leave balances have been cleared from the leave accounting system for each employee upon separation. • Attendance records are accurate in the leave accounting system prior to completing a Standard 612, Employee Transfer Data, form when an employee is transferring to another department. • Correct CLAS codes (if utilizing CLAS) and accurate balances are input into the leave accounting system for all transferring employees, using information on the Standard 612 form received from the former department. <p>Important Reminders to Departments and Agencies</p>	<p>In addition to what has already been addressed, departments and agencies shall confirm the following:</p> <p>New employee waiting period dates are accurate for leaves such as Vacation or Personal Holiday.</p> <p>All applicable leave balances have been cleared from the leave accounting system for each employee upon separation.</p> <p>Attendance records are accurate in the leave accounting system prior to completing a Standard 612, Employee Transfer Data form, when an employee is transferring to another department.</p> <p>Correct CLAS codes (if utilizing CLAS) and accurate balances are input into the leave accounting system for all transferring employees, using information on the Standard 612 form received from the former department.</p>
53.	 <p>At any time during this quiz, you may click the PLAY or NEXT button, located on the Playbar, to advance to the next slide.</p>	<p>Now let's see what you have learned so far!</p> <p>At any time during this quiz, you may click the play or next button, located on the Playbar, to advance to the next slide.</p>
54.	<p><i>Question 1:</i></p> <p>Can an employee accrue Vacation/Sick Leave AND Annual Leave?</p> <p>Yes <input type="text"/></p> <p>No <input type="text"/></p>	<p>Question 1: Answer Yes or No to the following question:</p> <p>Can an employee accrue Vacation/Sick Leave AND Annual Leave?</p>

55.	<p><i>Question 2:</i></p> <p>Can an employee carry balances in Sick Leave AND Annual Leave?</p> <p>Yes <input type="text"/></p> <p>No <input type="text"/></p>	<p>Question 2: Answer Yes or No to the following question:</p> <p>Can an employee carry balances in Sick Leave AND Annual Leave?</p>
56.	<p><i>Question 3:</i></p> <p>If leave balance usage on the 672 is not accurately reflected on the Leave Activity Report, what would you do?</p> <p>A) Complete and submit a CalHR form 875 to HR</p> <p>B) Do nothing and hope it balances next month</p> <p>C) Complete, sign, and submit to HR, a Leave Activity and Correction Certification form</p>	<p>Question 3: Please answer the question by selecting the correct answer from the following choices:</p> <p>If leave balance usage on the 672 is not accurately reflected on the Leave Activity Report, what would you do?</p> <p>A) Complete and submit a CalHR form 875 to HR</p> <p>B) Do nothing and hope it balances next month</p> <p>C) Complete, sign, and submit to HR, a Leave Activity and Correction Certification form</p>
57.	<p><i>Question 4:</i></p> <p>Which is the first step for attendance certification?</p> <p>A) Compare what has been recorded in the leave accounting system as accrued, earned, or used by each employee to their attendance record for the pay period</p> <p>B) Certify that all leave records for the unit/pay period identified on the Certification form have been reviewed</p> <p>C) Certify that all leave errors identified on the Certification form have been corrected</p> <p>D) Identify and record all errors found during the comparison pay period utilizing a Leave Activity and Correction Certification form</p>	<p>Question 4: Please answer the question by selecting the correct answer from the following choices:</p> <p>Which is the first step for attendance certification?</p> <p>A) Compare what has been recorded in the leave accounting system as accrued, earned, or used by each employee to their attendance record for the pay period</p> <p>B) Certify that all leave records for the unit/pay period identified on the Certification form have been reviewed</p> <p>C) Certify that all leave errors identified on the Certification form have been corrected</p> <p>D) Identify and record all errors found during the comparison pay period utilizing a Leave Activity and Correction Certification form</p>

58.	<p><i>Question 5:</i></p> <p>When there are no errors in the attendance documentation and reconciliation, what field must be completed on the Leave Activity and Correction Certification form?</p> <p>A) Departments, Pay Period, Agency Code, Unit Number</p> <p>B) The No Errors Found box</p> <p>C) A, B, and D</p> <p>D) Signatures and dates from both you, as reviewer, AND your Supervisor</p> <p>E) The "Everything is right don't return this to me" box</p>	<p>Question 5: Please answer the question by selecting the correct answer from the following choices:</p> <p>When there are no errors in the attendance documentation and reconciliation, what field must be completed on the Leave Activity and Correction Certification form?</p> <p>A) Departments, Pay Period, Agency Code, Unit Number</p> <p>B) The No Errors Found box</p> <p>C) A, B, and D</p> <p>D) Signatures and dates from both you, as reviewer, AND your Supervisor</p> <p>E) The "Everything is right don't return this to me" box</p>
59.	<p><i>Question 6:</i></p> <p>When errors are found in the attendance documentation and reconciliation, what fields are completed on the Leave Activity and Correction Certification form?</p> <p>A) The No Errors Found box</p> <p>B) Department, Pay Period, Agency Code, Unit Number</p> <p>C) Employee Name, Leave Credit Type, Number of Hours Keyed in Error, Correct Leave Type, Leave Credit Type</p> <p>D) Correct number of hours that should have been keyed, date correction was made, signatures and dates from both you, as reviewer, AND your supervisor</p> <p>E) Everything in B, C, and D</p>	<p>Question 6: Please answer the question by selecting the correct answer from the following choices:</p> <p>When errors are found in the attendance documentation and reconciliation, what fields are completed on the Leave Activity and Correction Certification form?</p> <p>A) The No Errors Found box</p> <p>B) Department, Pay Period, Agency Code, Unit Number</p> <p>C) Employee Name, Leave Credit Type, Number of Hours Keyed in Error, Correct Leave Type, Leave Credit Type</p> <p>D) Correct number of hours that should have been keyed, date correction was made, signatures and dates from both you, as reviewer, AND your supervisor</p> <p>E) Everything in B, C, and D</p>

60.	<table><tr><th colspan="2">State Resource Weblinks</th></tr><tr><th>State Resources</th><th>Resource Links</th></tr><tr><td>Bargaining Unit (BU) Contracts (MOUs)</td><td>http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx</td></tr><tr><td>Benefits Administration Manual (BAM)</td><td>http://www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual.aspx</td></tr><tr><td>CalHR Policy Memos</td><td>http://www.calhr.ca.gov/state-hr-professionals/Pages/policy-memos.aspx</td></tr><tr><td>California Code of Regulations (CCR)</td><td>https://ccr.oal.ca.gov</td></tr><tr><td>California Department of Human Resources (CalHR)</td><td>http://www.calhr.ca.gov</td></tr><tr><td>California Public Employees' Retirement System (CalPERS)</td><td>http://www.calpers.ca.gov</td></tr><tr><td>CalPERS State Reference Guide</td><td>https://www.calpers.ca.gov/docs/forms-publications/state-ref-guide.pdf</td></tr><tr><td>Civil Service Pay Scales</td><td>http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx</td></tr><tr><td>Decentralized Payroll Calendars</td><td>http://www.sco.ca.gov/ppsd_decentral.html</td></tr><tr><td>Department of Finance (DOF)</td><td>http://www.dof.ca.gov</td></tr><tr><td>Department of General Services (DGS)</td><td>http://www.dgs.ca.gov</td></tr><tr><td>Merit Selection Manual: Policies and Procedures</td><td>http://spb.ca.gov/laws/manuals_tools.aspx</td></tr><tr><td colspan="2">Find additional eLearning training modules and related materials at http://www.sco.ca.gov/ppsd_elearning.html.</td></tr></table>	State Resource Weblinks		State Resources	Resource Links	Bargaining Unit (BU) Contracts (MOUs)	http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	Benefits Administration Manual (BAM)	http://www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual.aspx	CalHR Policy Memos	http://www.calhr.ca.gov/state-hr-professionals/Pages/policy-memos.aspx	California Code of Regulations (CCR)	https://ccr.oal.ca.gov	California Department of Human Resources (CalHR)	http://www.calhr.ca.gov	California Public Employees' Retirement System (CalPERS)	http://www.calpers.ca.gov	CalPERS State Reference Guide	https://www.calpers.ca.gov/docs/forms-publications/state-ref-guide.pdf	Civil Service Pay Scales	http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx	Decentralized Payroll Calendars	http://www.sco.ca.gov/ppsd_decentral.html	Department of Finance (DOF)	http://www.dof.ca.gov	Department of General Services (DGS)	http://www.dgs.ca.gov	Merit Selection Manual: Policies and Procedures	http://spb.ca.gov/laws/manuals_tools.aspx	Find additional eLearning training modules and related materials at http://www.sco.ca.gov/ppsd_elearning.html .		<p>As an additional job aid we have provided a listing of the state resource weblinks referenced in this training. This job aid, as well as additional job aids, are located on the State Controllers' Office, Statewide Training eLearning webpage.</p>				
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